Event Management System (EMS)
Virtual EMS
Quick Guide: Submitting a reservation request

1. www.haverford.edu/reserve
2. Select “Virtual EMS”
3. Login using Haverford user ID/password
4. Under “Reservation” menu, select appropriate form
   a. Room/Event Reservation: most room reservations
   b. Post Off Campus Events: post a public off campus event to calendar
   c. Catering/Housekeeping Request: for office/non-public locations
   d. View my requests: review and make changes to bookings (7+ days prior to start of event)
5. “When and Where”
   a. Select start and end dates
   b. Select “Recurrence” (optional)
   c. Select start and end times
   d. Select Facilities (or “all” to search all buildings)
6. “Setup Information”
   a. Provide attendance (used to find appropriate sized room)
   b. Select “Setup Type”
7. “Availability Filters” (optional)
   a. Select specific room features
8. Select “Find Space”
9. Select green “+” next to the room you would like to reserve (can select multiple rooms)
10. Select “Continue” button at bottom of page or “Details” tab
11. Complete all form information, including support services requests and department account number
   a. The “Group Details” should designated the sponsoring department of the event as well as the person to contact for inquires about the event
12. Select “Submit”
13. Review booking summary
   a. Log in to www.haverford.edu/reserve to make changes and check status
   b. Request will be reviewed within 48 business hours

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